

SECRET

8 November 1948

MEMORANDUM TO: Asst. Director for Special Operations
Asst. Director for Policy Coordination

FROM: Executive for Administration and Management

SUBJECT: Covert Personnel with Military Reserve Status

1. Upon the recommendation of this Agency, the armed services have agreed in general that individuals having reserve status who are employed by CIA in covert positions and as a result lose such status through inability to register addresses, reply to official mail, or engage in reserve training programs, may, upon release from CIA covert positions and presentation of appropriate certificates signed by the Director of Central Intelligence, be restored to the armed service reserve status held at the time they were dropped therefrom.

2. Policies of the individual armed services vary somewhat as to accumulation of rights and benefits covering the periods during which such individuals are dropped from reserve status. Inasmuch as such policies are subject to constant change, and those now current are quite vague, it is not possible to state them specifically at this time.

3. Immediately upon the change in status of a covert employee to a status where security considerations will permit, the Assistant Director concerned will, in those cases where reserve status has been terminated during a period of covert employment, prepare a certificate in form similar to the example given below and forward it through the Executive for Administration and Management to the Director for signature and appropriate administrative action.

"I certify that _____, (name), _____, (armed service), ^{reserve}rank),
(armed service serial number), was employed by the Central Intelligence Agency in a covert capacity under such circumstances that he could not register an address with the armed services, receive or reply to official mail, or engage in reserve training activities during the period from _____ (date) to _____ (date). As a result he has been notified that his reserve status was terminated effective _____ (date).

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WAR DEPARTMENT
WAR DEPARTMENT GENERAL STAFF
PERSONNEL AND ADMINISTRATION DIVISION

CSOPA 210.31 (5 Apr 43)

1943

MEMORANDUM FOR: DIRECTOR OF CENTRAL INTELLIGENCE
Central Intelligence Agency
Washington 25, D. C.

SUBJECT: Assignment of Reserve Personnel

1. In response to your communication concerning reserve officers employed for covert intelligence purposes it is agreed that their records will be handled as you have recommended. To avoid jeopardizing national interests, and with due regard for the safety of the individuals concerned a request will be made to the Director of Personnel and Administration Division, Department of the Army, for the discharge from their reserve commissions of those officers early intended for covert intelligence assignments. When such duties are completed and the officers are again located within areas and serving under conditions which will permit them to resume their reserve officer status, the Director of Central Intelligence should execute a certificate as to the circumstances which required their absence from reserve officer activities. When submitted to the Director of Personnel and Administration, Department of the Army, he will arrange to have the officers reappointed in the grade and arm or service from which they were discharged, subject only to age and physical qualifications.

2. In view of the fact that at a future date this agreement may be unknown to succeeding directors it is recommended that you keep a copy of this concurrence on file for future reference and I shall direct that your letter and covering comments be placed in our Secret files for future reference.

Signed

W. S. PAUL
Lieutenant General, GSC
Director of Personnel and Administration

Registered
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